

Performance Evaluation Management System (EvalS) Timeline for Oregon State University Extension Service Field Faculty

November 1st

Reminders to RA's:

1. Any new faculty or faculty who have a new position number will need to have their evaluations initialized in EvalS – this can happen any time after an employee is officially hired. All other faculty will be preloaded by the system.
2. Be sure your faculty know how to operate [EvalS](#) and [Digital Measures](#) and understand the timeline– [Carole Smith](#) and [Linda Brewer](#) are available for assistance and support as needed.
3. New faculty will need to have entered current year goals into EvalS for RA's to be able to complete their evaluation for the current year.

Faculty can begin entering results for the current year goals anytime. It will remain in draft form until officially submitted to RA through EvalS.

December 1st-February 1st

- RA collects input on performance from Program Leaders, Department Heads, School Directors, and other stakeholders.
- RA meets with faculty to discuss next year's goals as well as current year accomplishments and professional development.
- Faculty can begin entering goals in EvalS for the upcoming calendar year and results of the current year's accomplishments.

December 31st

- Current year evaluation cycle officially ends.

January 1st

- New evaluation year cycle officially begins.

January 10th

- Faculty deadline for all reporting pertaining to the past evaluation year cycle (January – December).
- Faculty should have entered accomplishments and impact statements in Digital Measures, including on-going data (number of contacts, number of volunteers, external funding, scholarly publications/presentations, and awards) and report results to goals in EvalS.

February 1st

- Faculty goals due in EvalS (May enter goals any time between December 1st and February 1st)
- RA's can begin entering evaluation results into EvalS but will not be finalized until after the Virtual Cluster meeting.

March-First Tuesday (in place of regional operations)

- Virtual Cluster meeting – to be scheduled in sessions organized by program area. RA's and PL's will attend as applicable.

March 6th – March 30th

- RA's meet with faculty to share final evaluation ratings and comments. RA complete official evaluation results in EvalS.
- New evaluation year goals approved by RA.

April 1st

- Deadline for completed evaluations.
- Electronic (pdf) copy due to [Denise Ashley](#).